

# Privacy Policy

## Music Box Foundation

**Effective Date:** Apr 1, 2026

Music Box Foundation (“we,” “our,” or “us”) is committed to protecting the privacy and personal information of our students, families, donors, volunteers, and community members. This Privacy Policy explains how we collect, use, store, and protect your information.

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## 1. Information We Collect

We may collect the following types of information:

### Personal Information

- Name, email address, phone number
- Mailing address
- Date of birth (for program participants)
- Emergency contact information
- Parent/guardian information (for minors)

### Program-Related Information

- Enrollment and attendance records
- Participation in classes, workshops, and events
- Photos, videos, and media captured during programs

### Financial Information

- Donation records
- Payment information for programs or events (processed securely through third-party platforms)



**MUSIC BOX FOUNDATION**

6843 South Harper Ave, Chicago, IL 60637

773 363 4844 | [info@musicboxfoundation.org](mailto:info@musicboxfoundation.org)

## Technical Information

- Website usage data (IP address, browser type, cookies) when visiting our website
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## 2. How We Use Your Information

We use collected information to:

- Provide and manage our programs and services
  - Communicate with students, families, and supporters
  - Process registrations, donations, and payments
  - Share updates, newsletters, and event information
  - Improve our programs and outreach efforts
  - Ensure safety and proper supervision of participants
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## 3. Media Consent

Music Box Foundation may capture photos, videos, and audio recordings during programs and events. These may be used for:

- Marketing and promotional materials
- Social media and website content
- Grant reporting and organizational storytelling

We will obtain consent from participants or guardians when required.

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## 4. Information Sharing

We do **not sell or rent** your personal information.

We may share information only with:



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- Trusted third-party service providers (e.g., payment processors, email platforms)
  - School partners or program collaborators (when necessary for programming)
  - Legal authorities if required by law
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## 5. Data Security

We take reasonable steps to protect your information, including:

- Secure storage of digital and physical records
  - Limited access to sensitive information
  - Use of secure platforms for payments and data collection
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## 6. Children's Privacy

Protecting the privacy of minors is especially important to us. We collect information about children only with parent or guardian consent and use it solely for program-related purposes.

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## 7. Your Rights and Choices

You have the right to:

- Request access to your personal information
- Request corrections or updates
- Opt out of communications at any time
- Request removal of your information (where applicable)

To make a request, contact us using the information below.

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## 8. Third-Party Links

Our website or materials may include links to third-party sites. We are not responsible for the privacy practices of those sites.

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## 9. Updates to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted with an updated effective date.

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## 10. Contact Us

If you have any questions or concerns about this Privacy Policy, please contact:

Email: [info@musicboxfoundation.org](mailto:info@musicboxfoundation.org)

Phone: 773-363-4844



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